

Workplace Alaska

Class Specification Personnel Assistant

Created: 09/12/2006 by Mary Kay Palmateer	AKPAY Code: Class Outline Cat:	Class Code: Class Range:	L1404 14
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Category: Technical	Class Title: Personnel Assistant
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Original Comments: Added to WPAK for recruitment.	Subsequent Revision Dates/Comments: 09/22/2006--revised MQ's (MKP).
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Last Update Comments:

Definition:

This is a fully exempt job class under AS 39.25.110(3). Under general supervision performs paraprofessional human resource work and acts as the first point of contact for personnel issues with the Legislative Branch of government.

Distinguishing Characteristics:

The Personnel Assistant performs journey, paraprofessional work. Incumbents carry out routine, recurring assignments without frequent review based on specific instruction or established rules, policies or procedures. Unusual, sensitive or controversial issues are normally referred to the supervisor for direction and/or resolution. This is distinguished from the higher level Personnel Assistant by the level of authority to independently act and correct complex personnel and payroll issues.

Examples of Duties:

Provide main reception for the Agency Personnel Office including answering phones and routing calls and mail.

Provides advice or direction to managers and information to employees on payroll and leave.

Provides assistance to managers and information to employees on the Legislature's Personnel Rules for employees and leave rules.

Contacts department representatives and program administrators orally and in writing concerning vacancies, recruitment, and examining issues; provides information on applicant or employee statistics.

Provides new employee orientation, explaining all forms and the various benefit plans. Verbally and in writing keeps current employees advised of changes in any of the benefits options.

May perform certifying officer duties, reviewing and certifying personnel action forms for technical correctness.

May prepare and/or conduct training within an agency.

Performs audits of service credit and leave without pay to determine longevity increments, merit anniversary dates and permanent status dates for full-time, part-time, and seasonal employees. Provides merit anniversary date status and information to managers and employees.

Performs salary verifications for financial institutions, completes verifications for the Department of Labor and Workforce Development, and service audits for the Division of Retirement and Benefits.

Conducts human resource related fact finding; gathers information and prepares draft responses to inquiries or complaints from agencies or the public; participates in routine human resource investigations to determine factual accuracy and consistency with policies and procedures; recommends corrections or changes to supervisor.

Prepares management reports and retrieves management information using automated and manual systems.

Reviews departmental personnel actions to ensure conformance with uniform rules or employment, statutes, leave rules, and standard operating procedures.

Performs other related duties as assigned.

Knowledge, Skills and Abilities:

Working knowledge of business English and proper grammatical expression.

Some knowledge of basic human resource policies, procedures, rules, and terminology.

Ability to prepare reports and correspondence.

Ability to make arithmetic computations.

Ability to interpret and explain effectively departmental policies and various rules and regulations to various individuals.

Ability to speak and write effectively; analyze situations accurately and take effective action.

Ability to meet and deal tactfully with the public.

Ability to maintain cooperative relationships with other employees and those contacted in the course of the work.

Ability to organize and prioritize work.

Minimum Qualifications:

Graduation from high school, and six months of advanced level clerical experience. This level of work is equivalent to an Administrative Clerk III, Human Resource Assistant, or a Clerk with the Court System.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

This position is in the Exempt service under AS 39.25.110(3), and exempt from the requirements of the State Personnel Act. Legislative policy requires the incumbent to remain politically neutral.

This position is not covered by the terms of a collective bargaining agreement.

Minimum Qualification Questions:

Do you have a high school diploma or equivalent, and six months of advanced level clerical experience?